Chapters to Go™

A quick guide to using the Chapters to Go download feature

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How it works

Note: If your Books24x7 subscription includes collections that already offer downloads, they remain unaffected by this option.

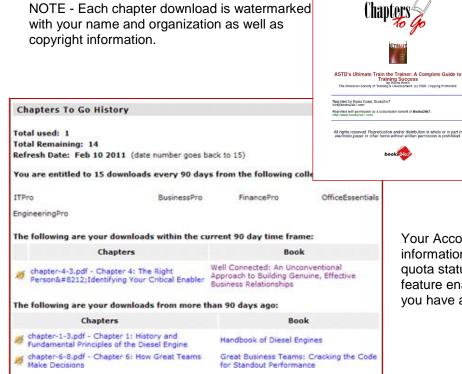
- You are allotted a quota of 15 downloads every 90 days that you can use for any chapter and collection that has this feature enabled.
- Your quota of downloads is refreshed every 90 days, resetting back to your allotted quota regardless of
 whether you have used all or only a portion of the previous allotment.

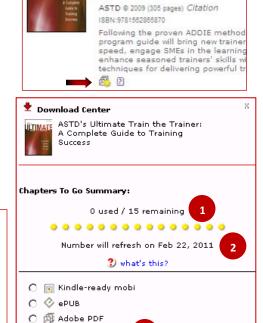
 ASTD's Ultimate Train the
- You can distinguish *Chapters to Go* from other downloads by an icon that is displayed on title lists, Tables of Content and content pages. Only these 'premium' chapters counts towards your monthly allotment of downloads.
- While in a chapter, the red download arrow

 download will appear within the Browse Tools. Clicking on this button will bring up the Download Center enabling you to download the chapter without leaving the page.

In the Download Center, you can:

- 1. View the number of downloads you have used and the number remaining
- 2. View your refresh date
- 3. Download the chapter using the 'Download' button





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